

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140084-0

17

PREPARE IN DUPLICATE

DDS/OTR/SIWA-17

1. TITLE OF REPORT (if a fill-in report include Form No.)

End of Course Reports

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

☒ TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Irregular

6. DISTRIBUTION (No. of components not
number of copies)

1 (to EA/TR, DTR)

7. FORMAT (memorandum, form
computer print-out, etc)
Memo

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OTR Notice 25-2, March 1961

10. PREPARING COMPONENT (include lowest level
contributing information to report)

BO, IF, WAF

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

0

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
15	\$12.80	4	\$ 51.20	5	\$256.00
15	12.80	24	307.20	2	614.40
14	11.00	8	88.00	4	352.00
14	11.00	24	264.00	2	528.00
14	11.00	10	110.00	2	220.00
13	9.10	2	18.20	11	200.20
13	9.10	3	27.30	5	136.50
13	9.10	8	72.80	8	582.40
13	9.10	1	9.10	5	45.50
6/7	4.25	3	12.75	44	561.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$3,496.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Provides post-mortem on each course, encourages planning for improving
courses, provides supervisors with additional communications on faculty
activities.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

☒ OTHER (explain)Relatively unchanging
courses should be reported in Weeklies.

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

25

\$275

16. DATE OF INVENTORY

18 Sept 1977

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

STAT